

Zeeshan Ahmad

Contact

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Computer Skills

- Microsoft 365
- QuickBooks
- Peachtree
- Microsoft Outlook
- Microsoft Power BI
- Photoshop
- Typing

Personal Skills

- Organized
- Time Management
- Attention to Detail
- Analytical and Problem-Solving skills
- Multitasking Abilities
- Relationship Management

Summary

Dedicated and detail-oriented professional with [3-5 years] of experience in office management, administration, and finance. Proven expertise in coordinating office operations, handling financial tasks, and maintaining efficient workflow. Proficient in a wide range of software including Microsoft Office Suite, QuickBooks, Peachtree, and graphic design tools. Strong organizational and multitasking abilities with a track record of maintaining accurate records and supporting teams. Committed to contributing positively to dynamic work environments.

Experience

Office Assistant 12/2021 to Present
Sarhad University of Science and Information Technology, Peshawar

- Answer and direct phone calls and respond to emails and other correspondence.
- Assist with general office tasks, including copying, scanning, and filing documents.
- Maintain office supply inventory.
- Provide administrative support.
- Manage office operations and procedures, ensuring efficiency and compliance with policies.
- Maintain confidential records and files, ensuring accuracy and security.
- Coordinating with staff and faculty members.
- Aid conduct Examination.

Office Assistant 08/2020 - 12/2021
MPK Traders, Peshawar

- Received and responded to customer inquiries regarding the company's products and services.
- Aided and support to colleagues.
- Developed an efficient system for filing and tracking customer orders.
- Ordered office supplies and equipment and maintained an inventory of all items.
- Data Entry of customers and staff records.

Certificates

Excel Skills for Business (Specialization)

at Macquarie University, Sydney
Australia offered by Coursera – 2023

Intuit Bookkeeping

(Specialization) at Intuit - 2023

Data Analysis and Business

Intelligence at Digiskills - 2022

Communication and Soft Skills at

Digiskills - 2022

QuickBooks / Peachtree at

National Vocational and Technical
Training Commission - 2021

QuickBooks at Digiskills - 2021

Diplomas

DIT (Diploma in Information
Technology) 2021

Board of Technical Education,
Peshawar

Languages

- English
- Urdu
- Pashto

Hobbies

- Brain Training and Puzzle Games
- DIY Projects activities
- Listening Music

Experience

Accountant cum Admin Executive 04/2017 – 08/2020

Al Huzaifa Islamia Public School, Peshawar

- Maintain accurate financial records, including ledgers, balance sheets, and income statements.
- Process payroll and ensure timely salary disbursement.
- Manage accounts payable and receivable, including invoice processing and payment tracking.
- Maintain and update student and staff records with accuracy and confidentiality.
- Assist in admissions process.
- Prepare and distribute administrative documents such as letters, memos, and notices.
- Maintain office supply inventory, place orders, and manage storage and distribution.

Data Entry Operator (Part-time)

10/2018 – 07/2020

Virtual Crew, Peshawar

- Prepares, compiles, and sorts of documents for data entry.
- Verifies and logs receipt of data.
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a satisfactory level of quality and productivity per department standards.

Education

MS in Management Sciences, Perusing
Sarhad University of Science & Inf. Tech, Peshawar

M.COM 2018

University of Peshawar, Peshawar

B.COM 2016

University of Peshawar, Peshawar

D.COM 2014

Govt. College of Management Sciences, Peshawar

SSC (Science) 2016

**Board of Intermediate and Secondary Education,
Peshawar**